



**JOB INFORMATION**

Job Code	AD23
Job Description Title	Asst Dir, Personalized Visits
Pay Grade	SR10
Range Minimum	\$51,790
33rd %	\$63,870
Range Midpoint	\$69,910
67th %	\$75,960
Range Maximum	\$88,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/14/2023

**JOB FAMILY AND FUNCTION**

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

**JOB SUMMARY**

Reporting to the Associate Director of Transfer Admissions & Recruitment Programming, the Assistant Director of Personalized Visits oversees all individualized visits for prospective students, families, and related groups to enhance the overall student experience.

**RESPONSIBILITIES**

- Oversees the daily personalized on-campus visits program. Develops the programming for all aspects of the personalized visit program. Manages the registration process, planning including accommodations and payment processes. Oversees the coordination of schedules, department visits, meals, housing tours, and other on-campus personalized visit experiences.
- Evaluates the personalized campus visit experience through developing surveys, benchmarking, and updating best practices. Implements opportunities for continuous improvement based on results. Develops and plans strategies and programs to increase visits for targeted applicant pools and tracks the effectiveness of these programs and implementations.
- Identifies key partnerships for personalized visits. Works with both internal and external stakeholders in an effort to provide a positive campus visit and enrollment process. Manages the Office of President's Concierge Office.
- Develops a communication plan for personalized visits in conjunction with university leadership, undergraduate admissions communication and college communications.
- Provides full supervision and management of program staff. Develops and manages training opportunities throughout the year for admissions staff in order to ensure up-to-date information is provided to prospective students.
- Manages all aspects of the personalized visits program budget.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum**

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

### MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	And	Years of Experience	Focus of Experience
Bachelor's Degree	Bachelors Degree with no specific discipline.		5 years of	Experience in admissions processing, enrollment services, and/or student recruiting.

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills.  
 At least two years supervisory experience.

### MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

### PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			50 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**

No special vision requirements.